

DELAWARE CITY
Delaware

POSITION DESCRIPTION – FINANCE MANAGER

(updated June, 2018)

Division: **Administration**

Reports to: **City Manager**

Nature of Work

General Statement of Duties and Distinguishing Features:

Performs a variety of accounting and financial functions by serving as the day to day financial administrator of the City of Delaware City, Delaware. Performs duties under the general supervision of the City Manager.

Examples of Major Work Responsibilities:

- a. Oversees and assists in the preparation and presentation of all financial and budgetary matters (e.g., financial reports, operating and capital budgets, city investments and special accounts, grant applications and accounting, and special projects as necessary)
- b. Oversees and manages information systems and databases used to track the City's financial matters
- c. Oversees the posting and reconciliation of ledgers and accounts
- d. Establish guidelines for budget and forecasting, preparation of the annual budget in consultation with the City Manager and other City Division leads
- e. Manages the collection of taxes, fees, and other receipts in accordance with City laws and regulations
- f. Develop financial studies and plans; forecasts, estimates, and monitors the financial condition of the City; researches and recommends cost-saving measures, prepares reports as needed or required by the City Manager
- g. Directs the preparation of state and federal financial reports, including tax reports, grant reporting, etc.
- h. Manages and oversees payroll and accounts payable/receivable processing

- i. Manages and oversees employee benefit program currently aligned with that of the State of Delaware
- j. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained
- k. Communicates and cooperates with City Auditor in preparation of annual audit
- l. Monitor risk management policies and procedures to ensure that organizational risks are minimized
- m. Communicates and cooperates with all City staff to promote a cohesive and respectful workplace
- n. Assists in the evaluate the need for modern technology to meet the City's financial data processing, control and reporting requirements
- o. Assist with other functions and events of the City as necessary (customer assistance, project management, etc.)
- n. Other duties as assigned

Employment Standards

Education, Training, Certification, and Experience:

Bachelor's degree in accounting, finance, business, or public administration (or related field) preferred with a minimum of three years related experience and/or a combination of related experience and education/training. Edmonds Financial Software experience a plus.

Skills and Abilities:

Knowledge of financial administration, accounting, and budgetary principles and practices; knowledge of intergovernmental activity; ability to research public finance issues and policies; ability to effectively communicate with other city employees and the public; ability to prepare written and verbal financial reports; good organizational skills; skilled with computer software programs (e.g., Operating System/Windows 10 Pro 2018, Microsoft Excel, Outlook, Edmonds Financial Software Platform.

Ability to:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Walking, standing or sitting for extended periods of time
- Operating assigned equipment and;

Perform at a professional level to provide for the following:

- Critical thinking and problem-solving skills
- Effective communication skills - both verbally and written
- Ability to maintain effective and respectful working relationships/partnerships and communication with other employees, elected officials, vendors, other governmental entities and the public
- Ability to work independently and to prioritize work to meet rigid schedules and deadlines